

## SUMMARY SHEET

### **I. Description of Item**

This is an Amendment to provide funding for ongoing document management software implementation and consulting services.

The Information Technology department will direct the vendor in the implementation of various document management systems for Shelby County Administration and Elected Officials.

Because of their knowledge and expertise, CIMS Global Technology Solutions, Inc. is the preferred vendor for this system. With the assistance of CIMS Global Technology Solutions, Shelby County Government has developed over 400 document types, made more efficient use of scanning resources, upgraded key Document Management applications, developed an EOC/Vendor application and workflow that's accessible to anyone via the internet and reduced our yearly pages printed by 1.1 million pages.

The original contract was executed in October, 2004 and allowed five (5) one (1) year renewals.

### **II. Source and Amount of Funding**

Amount Expended/Budget Line Item

The Information Technology FY2008–2009 Operations and Maintenance Budget:

010-201807-6678, Outside Consultant Fees	\$160,000.00
010-201807-6016, Data Processing Supplies	<u>25,000.00</u>
Total amount:	\$185,000.00

### **III. Contract Items**

A. Type of Contract – Professional Services

B. Terms: July 1, 2009 through June 30, 2010, with the option to renew

### **IV. Additional Information Relevant to Approval of this Item**

EOC - V-0909-13463

